

# INSTRUCTIONS FOR SUBMISSION OF SPECIMENS FOR VIRUS ISOLATION AND ENTEROVIRUS BY PCR FROM CSF

Michigan Department of Community Health

**IMPORTANT:** Specimens not properly labeled, test requisitions not completed or matching specimen labels will not be tested.

**NOTE:** If this is part of an outbreak investigation, you must indicate the name of the outbreak under "Test Reason" on the test requisition as testing of this type must have prior approval from the Molecular Biology Section.

## Freeze coolant upon receipt of this Unit!

1. Complete a test requisition for **each** specimen submitted indicating the virus suspected. requisition(s) in plastic bag provided to protect them from moisture.
2. Collect the specimen(s) appropriate for the disease or agent suspected (refer to Laboratory Services Guide - <http://www.michigan.gov/mdch>)
  - a. **Feces** - Collect an olive-sized portion of formed feces or 10 mL of liquid stool. Place in sterile 50 mL tube provided.
  - b. **CSF** - Submit 3-5 mL of spinal fluid in a sterile, plastic, tightly capped tube (not provided). **Note:** A minimum of 0.5 mL is required for PCR analysis.
  - c. **Lesion Swabs** - Rupture early -stage lesions containing clear fluid with a sterile scalpel blade. Blot the excess fluid with the swab and gently rub the base of the lesion with the swab to collect infected cells. Place swab in an un-expired transport vial and rotate the swab in the transport medium. **Express swab** by pressing it against the side of the vial and **discard swab** properly.
  - d. **Upper Respiratory Tract Specimens** - NP swabs: gently insert swab into nostril and hold in place for 15-30 seconds. Rotate swab 3 times, remove and place in transport medium. Express and discard as in 3c above. Throat swab: moisten swab with saline and vigorously rub over tonsils and pharynx. Place swab in transport medium, rotate, express and discard as in 3c. NP aspirates can be collected using the transport media provided. NP washes collected with sterile saline should be submitted in a separate container (not added to transport media).
  - e. **Urine** - Submit 10 mL of clean catch or catheter - collected urine in sterile 50 mL tube provided.
  - f. **Autopsy or biopsy material** - Submit a large piece of tissue in sterile 50 mL specimen tube provided; place smaller pieces of tissue in transport medium, one piece per vial, to prevent drying.
3. Tighten caps securely on all vials or tubes.
4. Label all specimens with the same name/unique identifier used on the test requisition. Record the name/unique identifier, as you will use it to link the specimen to the patient.
5. Refrigerate all specimens - DO NOT FREEZE - until ready to ship by the most rapid means to the laboratory.
6. When ready to ship, place properly labeled specimen vial(s), **wrapped in absorbent material such as paper towel or tissue**, into aluminum screw-capped can(s) and secure cap. Seal lids on aluminum can(s) with tape.
7. **Complete** and apply the return shipping, diagnostic specimen label to box containing specimens' refrigerant and Styrofoam container and ship by the most rapid and convenient means available (e.g. courier, bus, U.S. Express mail, etc.) to the Lansing laboratory only. Transit time is not to exceed 48 hours. If there are any questions contact the Bureau of Laboratories at 517-335-8067.

**NOTE: The shipper is responsible for being sure that their package is in compliance with the current shipping regulations.**